

SMDC-CS VTC - SERVICE REQUEST

Requester's Name (<i>Local Point of Contact</i>)		Requester E-mail		Phone Number	Date Submitted
Event Subject/Title	Classification*	Date of Event	Set-up Time (<i>If Req.</i>)	Start Time (<i>MST</i>)	End Time (<i>MST</i>)
Purpose of VTC:					
Presentation Media: <input type="checkbox"/> <i>PC</i> <input type="checkbox"/> <i>Laptop</i> <input type="checkbox"/> <i>Doc. Camera</i>					
Est. No. of Participants (<i>Local</i>)	Flag Level VTC <input type="checkbox"/> <i>Y/N</i>	Senior Participating Flag Officer (<i>From Any Location</i>)		Preferred VTC Location	

Required Information For Scheduling VTCs

Participating Site/s	Site POC	Phone No.	VTC Facilitator	Phone No.	VTC Site ID: or Dial-Up Number

Remarks / Special Set-up:

*Security requirements limit presentation media to either a secure (Secret) laptop or doc. camera during all secure VTCs.

For CIO Use Only

<input type="checkbox"/> <i>Scheduled</i> <input type="checkbox"/> <i>Declined</i>		By	Date	Location: <input type="checkbox"/> <i>Explorer VTC Suite (DVS-G)</i> <input type="checkbox"/> <i>Pioneer Conf. Rm. (DVS-G)</i> <input type="checkbox"/> <i>1st Space Bde Conf. Rm. (Dial-up)</i> <input type="checkbox"/> <i>1st Space Bn. Conf. Rm. (Dial-up)</i> <input type="checkbox"/> <i>Other Location</i> _____
<input type="checkbox"/> <i>DVS-G</i>	Scheduled by:	Control Number		
<input type="checkbox"/> <i>DVS-WS</i>	<input type="checkbox"/> <i>Fax</i> <input type="checkbox"/> <i>Phone</i>			
<input type="checkbox"/> <i>Dial-Up</i>	Bridge	POC	Line Speed	

Remarks